

PERSONNEL COMMISSION
MINUTES
February 21, 2007
8:30 a.m., JRRTC

1. ROLL CALL

Members Present: Miriam Rothman, Commissioner
Bert Seal, Commissioner
Mary Beall, Commissioner

Present: Susan Dixon, Alicia Their, Lisa Nguyen,
Mike Reese, Shauna Stark

Guests/Speakers: Erwin Querimit, Jr., Melissa Toledo, Chay
Pham

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF MINUTES

-MSC (Beall/Rothman) to approve the minutes of January 29, 2007 as presented.

3. COMMUNICATIONS

-None

4. LEGISLATIVE UPDATE

-Legislative Report – February 9, 2007 presented for information only.

5. RATIFICATION OF ACTIONS BY DIRECTOR

-None

6. CLASSIFICATION/SALARY RECOMMENDATION

Job Description Updates

-Network Analyst I – Susan Dixon
-Network Analyst II – Susan Dixon
-Student Student – Lisa Nguyen
-Instructional Aide – Lisa Nguyen
-Instructional Aide, Vision Impaired – Lisa Nguyen
-Instructional Aide, Deaf and hard of hearing – Lisa Nguyen
-Computer/Classroom Instructional Aide – Lisa Nguyen
-Special Education Aide – Lisa Nguyen
MSC (Beall/Rothman) to approve the job description updates as presented.

Establish New Classification

-None

Classification Reviews

-Clerk Typist II, R38, Risk management, vacant position #7782, Business
Services to Program Secretary, R41 – Susan Dixon
The duties assigned to vacant position #7782 are accurately reflected in the class

description of Program Secretary. As such, it is recommended that vacant position #7782 be reclassified from Clerk Typist II, R38 to Program Secretary, R41. MSC (Rothman/Beall) to approve the recommendation as presented.

7. OTHER ITEMS

-None

8. POSITION ANNOUNCEMENTS

#062-06 – Consultant, Business Advisory Services

#065-06 – Software Services Project Manager

#067-06 – Special Education Aide

9. ELIGIBILITY LISTS

#007 – Program Secretary

#112-05 – Web Programmer

#036-06 – Payroll/Personnel System Analyst

#054-06 – Instructional Aide, Vision Impaired

#061-06 – Child Aide Worker

#064-06 – Food Services Worker

-MSC (Rothman/Beall) to approve the eligibility lists as presented.

10. PERSONNEL DIRECTOR'S REPORT

Michele Fort-Merrill stated that she and Alicia Their attended the California School Personnel Commissioner Association conference in Long Beach. Fort-Merrill reported that the program was informative and substantive. Information regarding topics such as workforce generational issues, classification, job analysis, and testing was offered.

Fort-Merrill also reported that she held four brown bag lunch presentations for employees regarding the reclassification process. One of the presentations was Webcast and archived, so it is available to employees at anytime via the web. While attendance was less than anticipated, the workshop was well received. Fort-Merrill also reported that the reclassification review committee has been established and a training date has been set. Bill Ewing will conduct the training.

11. PERSONNEL ACTIONS

-As of January 2007

Presented for information only.

12. NEXT MEETING – March 21, 2007, 9:00 AM, Room 508.

13. ADJOURN TO CLOSED SESSION – 9:05

-Public Employee Disciplinary Hearing

RECONVENE TO OPEN SESSION – 6:00 PM

-Report of Action Taken During closed Session

The Personnel Commission announced the following findings and decision:

The Personnel Commission of San Diego County Office of Education finds as follows:

1. Appellant's misconduct does violate the Personnel Commission Rules and Regulations for the classified service, Article VIII, Section 1:
 - C. Insubordination (including but not limited to refusal to do assigned work or failure to follow work rules as directed).
 - D. Carelessness or negligence in performance of duty or in the care or use of Office of Education property.
 - E. Discourteous, offensive or abusive conduct or language toward other employees, pupils or the public, or any other failure of good conduct tending to injure the public service.
2. The disciplinary penalty of dismissal was not excessive and was appropriate.

The Personnel Commission makes the following decision:

That the procedures set forth by the commission rules and regulations have been followed.

The SDCOE's action affecting Appellant's disciplinary action was not taken because of political or religious opinions or affiliation, or race, color, national origin or ancestry, sex, or marital status, or age.

The SDCOE's action affecting Appellant's disciplinary action was not an abuse of discretion.

The SDCOE's action affecting Appellant's disciplinary action was taken in accord with the facts as to Personnel Commission Rules and Regulations for the Classified Services, Article VIII, Section 1, Paragraphs C, D, and E and is hereby sustained.

The penalty of dismissal invoked was not excessive and is sustained.

14. ADJOURNMENT

-The meeting was adjourned at 6:05 PM

Approved: Personnel Commission

By: _____ Date: _____